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30 October 1963

ADM-3

MEMORANDUM FOR: Deputy Director (Science and Technology)

SUBJECT : On-Duty Strength Controls

1. The Director of Personnel has been directed to establish controls over on-duty strength of the components of the Agency. The procedures for accomplishing such control were reviewed with and approved by the Financial Policy and Budget Committee. Two categories of personnel require special attention--the military and clerical. This memorandum is addressed to the clerical problem.

2. There are four conditions affecting clerical personnel which lead us to request certain assistance from your office. First, the majority of clerks, clerk-typists and clerk-stenographers are recruited, processed and entered on duty against the Pool and not against specific requisitions and positions as are our professionals; hence, we do not have the control which specific slots would provide. Second, although we can closely forecast attrition (losses out of the Agency) from your component, we cannot forecast losses from the clerical group which result from internal promotions. A third condition rises from the fact that, dealing with as large numbers as we do, we must of necessity use machine methods and the computer cannot identify clerical positions or employees other than by grade and not all the employees below grade GS-07 are clerical nor are all those GS-07 and higher professionals--in other words, grade does not identify categories. A fourth condition, occurring for the first time this year, is a budgetary limitation placed on the operation of the Pool which denies us the luxury of having something in hand and we must program clerical input as tightly as possible.

3. What we need from your office with such exactitude as is possible is a forecast of your true clerical needs through 30 June 1964. We forecast that in the last nine months of this fiscal year (October through June), you will lose   from the group grade GS-06 and below, which may include Junior Professionals. We need, in addition, your best estimate of those who will be promoted out of this grade group, and, if this is a factor in your particular operation, your likely gains and losses by transfer in and out from other components.

4. May we request your estimates to be in my office by the seventh of November.

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Chief, Personnel Operations Division

GROUP I  
Excluded from Automatic  
Downgrading and  
Declassification